



TOWN OF CRESTON

PO Box 1339, 238-10th Avenue North, Creston, BC V0B 1G0

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REQUEST FOR LOCAL GOVERNMENT'S APPROVAL OF SPECIAL OCCASION LIQUOR LICENCE APPLICATION

NOTE: Private functions not held on or within Town of Creston property do not require local government's approval. You may proceed directly to the local RCMP office to process your application.

Local Government approval is required for all public functions OR all private functions located on Town owned land or property. Please provide the following information:

PUBLIC FUNCTION –

A recognized community or public celebration or event whether held on public or private property at which beer or wine is sold, consumed or distributed to the public at large. No hard liquor is permitted without an exception authorized by the Liquor Control and Licencing Branch. Approval of a public function requires Council's approval. Applications should be submitted to the Town of Creston a minimum of six (6) weeks prior to the date of the event.

PRIVATE FUNCTION -

A private function located on Town of Creston owned land or property, at which liquor is sold, consumed or distributed. A pre-sale of tickets or specific invitations are required. Council delegates authority approval to the Town Manager or designate. Applications should be submitted to the Town of Creston a minimum of three (3) weeks prior to the date of the event.

ORGANIZATION: _____

MAILING ADDRESS: _____

POSTAL CODE: _____

CONTACT PERSON: _____

FUNCTION: _____

LOCATION: _____

DATE(S): _____

HOURS OF OPERATION: _____

APPROXIMATE NUMBER OF PEOPLE ATTENDING: _____

“SERVING IT RIGHT” LICENCE NO.: _____
(For information: www.servingitright.com)

LICENCE HOLDER (FULL NAME): _____

PAID SERVER (if applicable): _____

ORGANIZERS OF EVENTS ON TOWN OWNED PROPERTIES OR FACILITIES AT WHICH ALCOHOL IS SERVED MUST HAVE IN PLACE A DESIGNATED DRIVER PLAN TO ENSURE ALTERNATE MEANS OF TRANSPORTATION FOR INDIVIDUALS WHO HAVE CONSUMED ALCOHOL.

NAME OF DESIGNATED DRIVER/SERVICE: _____

GENERAL TERMS AND CONDITIONS:

1. All private or public functions, held on Town owned property or facilities, at which alcohol is served, consumed or distributed, must have Local Government’s approval.
2. All applicants must abide by the rules and regulations set forth by the Liquor Control and Licensing Branch for the Province of BC.
3. The group holding the event must obtain a “Special Occasion Liquor Licence” issued by the Liquor Control and Licencing Branch and will be responsible for any infractions or violations that occur.
4. The applicant shall indemnify and save harmless the Town of Creston from any and all liability whatsoever, arising out of the holding of the event. For events held on property owned or managed by the Town of Creston, the applicant shall provide proof of General Liability Insurance in the amount of Two Million Dollars and a Liquor Liability Endorsement Policy in the amount of Two Million Dollars, with the Town of Creston named as co-insured.
5. If you are applying as an individual (not attached to a group), you may not be required to complete “Serving it Right”, but if you hire any managers or servers, they must each have a “Serving it Right” certificate.
6. Organizers of events will have in place a “Designated Driver Plan” in accordance with Town Policy. The Designated Driver Plan shall consist of no less than the following:
 - a. A Designated Driver announcement made to the assembled guests encouraging the use of a designated driver or alternate transportation provided by the organizers of the event.
 - b. Designated Driver information and reminders posted prominently at each station where alcohol is served and at each table where guests are seated.
 - c. A Designated Driver or Driver Service provider.
7. The approving Authority may require additional information deemed applicable.
8. By signing this document, the applicant confirms all information provided is correct and agrees to the General Terms and Conditions noted above.

APPLICANT SIGNATURE

DATE

For completion by Local Government Authority:

APPROVED

DECLINED

Proof of General Liability Insurance and Liquor Liability Endorsement Policy Received.

AUTHORIZED LOCAL GOVERNMENT AUTHORITY

DATE

- Step 1: Pick up “Application for Special Occasion Liquor Licence” at BC Liquor Store, #2 - 1000 Northwest Blvd, Creston, BC.**
- Step 2: Complete this form and provide proof of liability insurance as per Section 4 above, and if approved, proceed to next steps.**
- Step 3: Take approved “Request for Local Government’s Approval of Special Occasion Liquor Licence Application” to local RCMP office, 421 – 16th Avenue South, Creston, BC.**
- Step 4: Once all approvals are obtained, bring completed application forms to BC Liquor Store, #2 - 1000 Northwest Blvd., Creston, BC, for issuance of Special Occasion Liquor Licence.**